

Report for Week Ending 21 March 1956
from
RECORDS DISPOSITION BRANCH

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Project 5-70 - Office of Training [REDACTED]

No change from previous report. Awaiting schedule approval by the remaining components of OTR. Project is 88% complete.

Projects 5-77 (OCI) 6-15(DDI) and 6-23 [REDACTED] - 25X1A7a

No change from previous report.

Project 6-26 (Medical Staff) [REDACTED] 25X1A9a

The survey of the Medical Staff records has been completed and a revision of the Records Control Schedule is being made. Several new items will be added and the disposition instructions for several items require revisions. Approximately 5 cu. ft. of X-ray files have been retired to the Center as a result of the survey. Project is 35% complete.

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Project 6-11 - Office of Personnel [REDACTED]

2430 cubic feet of records have been inventoried, appraised, and incorporated in preliminary records control schedules consisting of 397 items. A survey will begin in the Military Personnel Division tomorrow, March 22. Project is 44% complete.

General Information

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A records inventory has been conducted and a records control schedule prepared for the Business Machines Service. As a result of the survey 1.5 cubic feet of records have been retired. The schedule has been submitted to Mr. [REDACTED] for approval.

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The ARO, Audit Staff, has notified us that 5 cubic feet of records will be retired within the week.

The DDI area records officer reports that 3 cubic feet of records from the office of the DDI are being retired to the Records Center as a result of the initial application of the Records Control Schedule for that office.

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